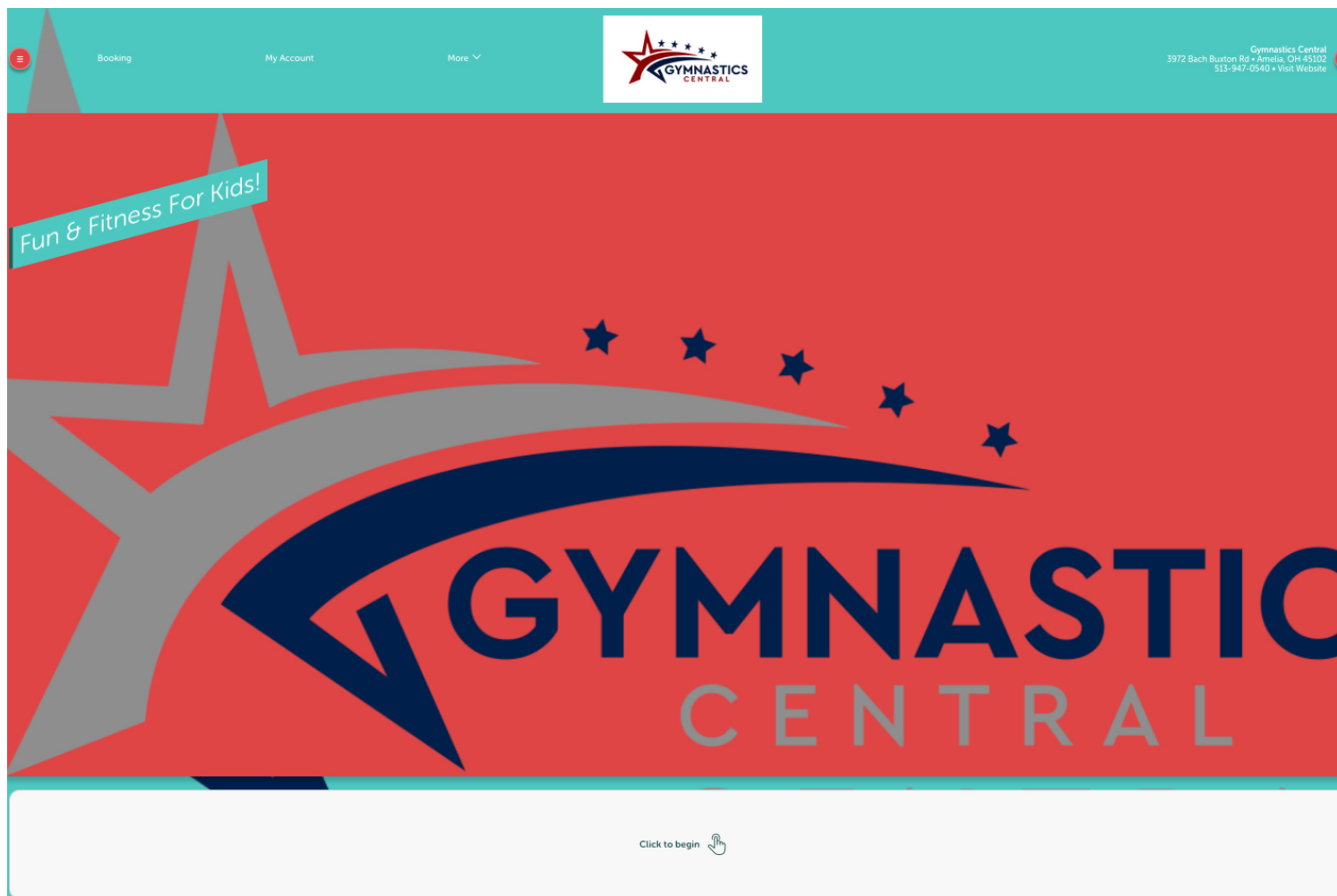


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Step 1 of 8: Open the Parent Portal

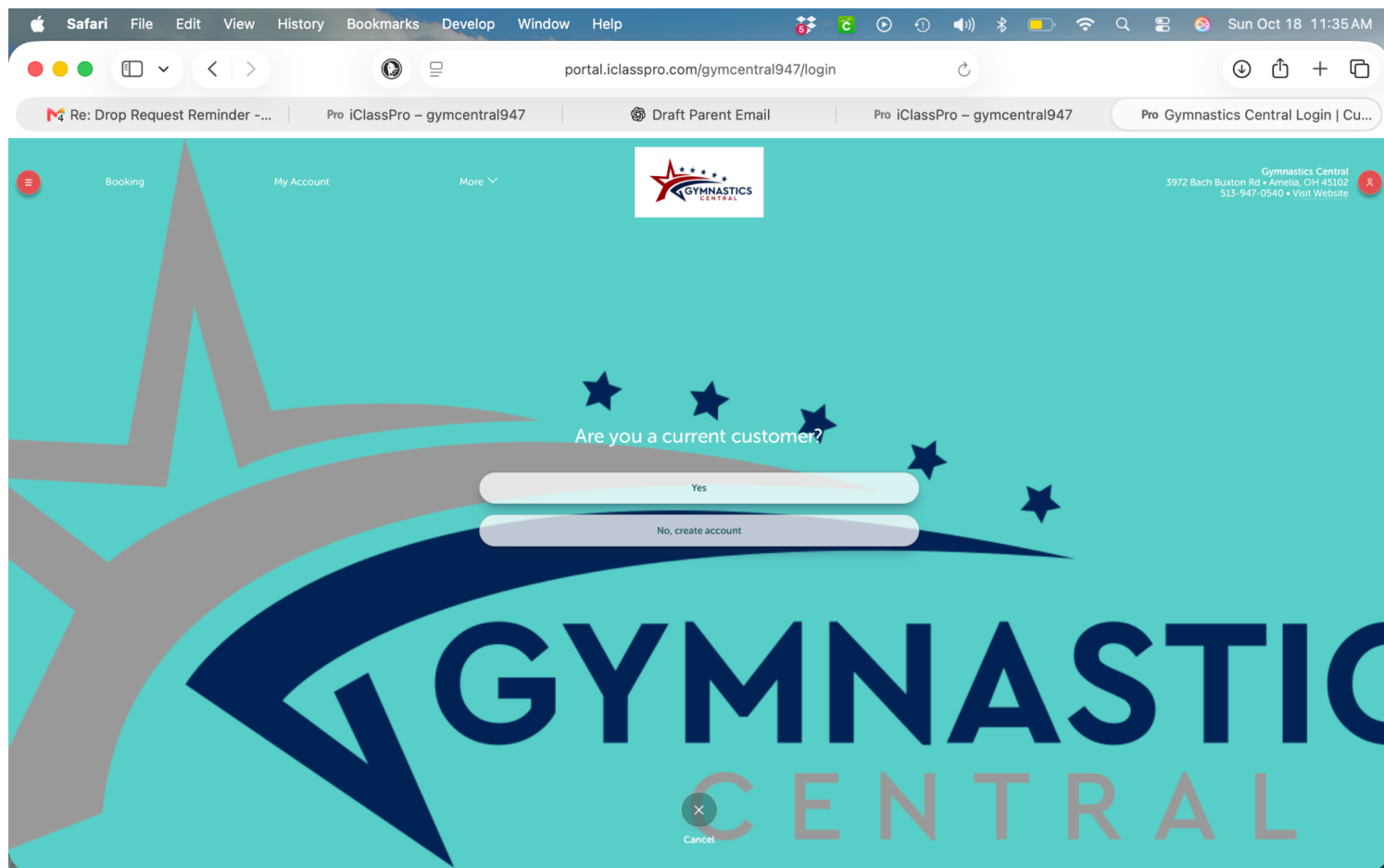
Visit portal.iclasspro.com/gymcentral947 and click "Click to begin".



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Step 2 of 8: Sign in as a current customer

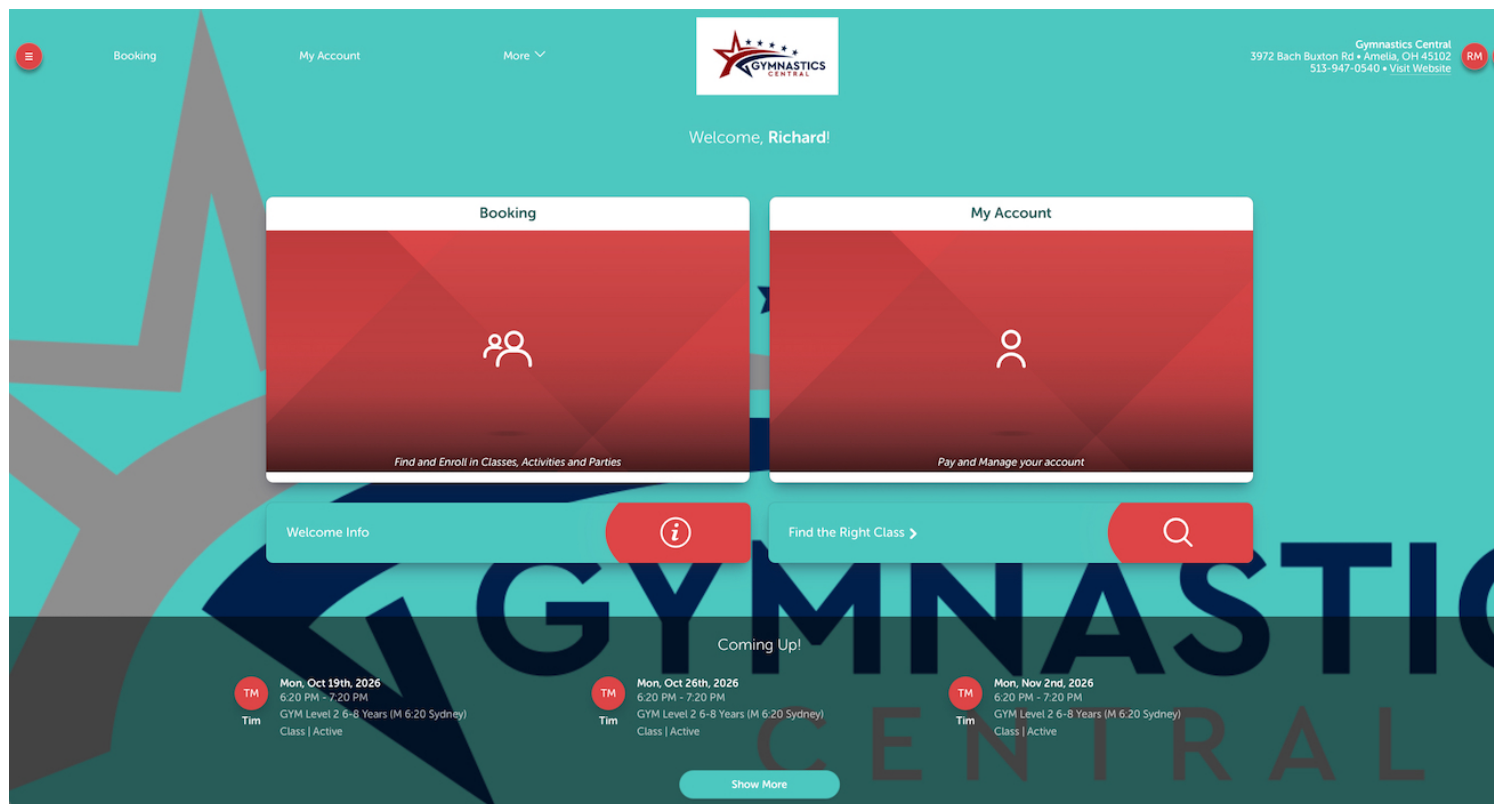
Select "Yes" when asked if you are a current customer, then sign in.



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Step 3 of 8: Open My Account

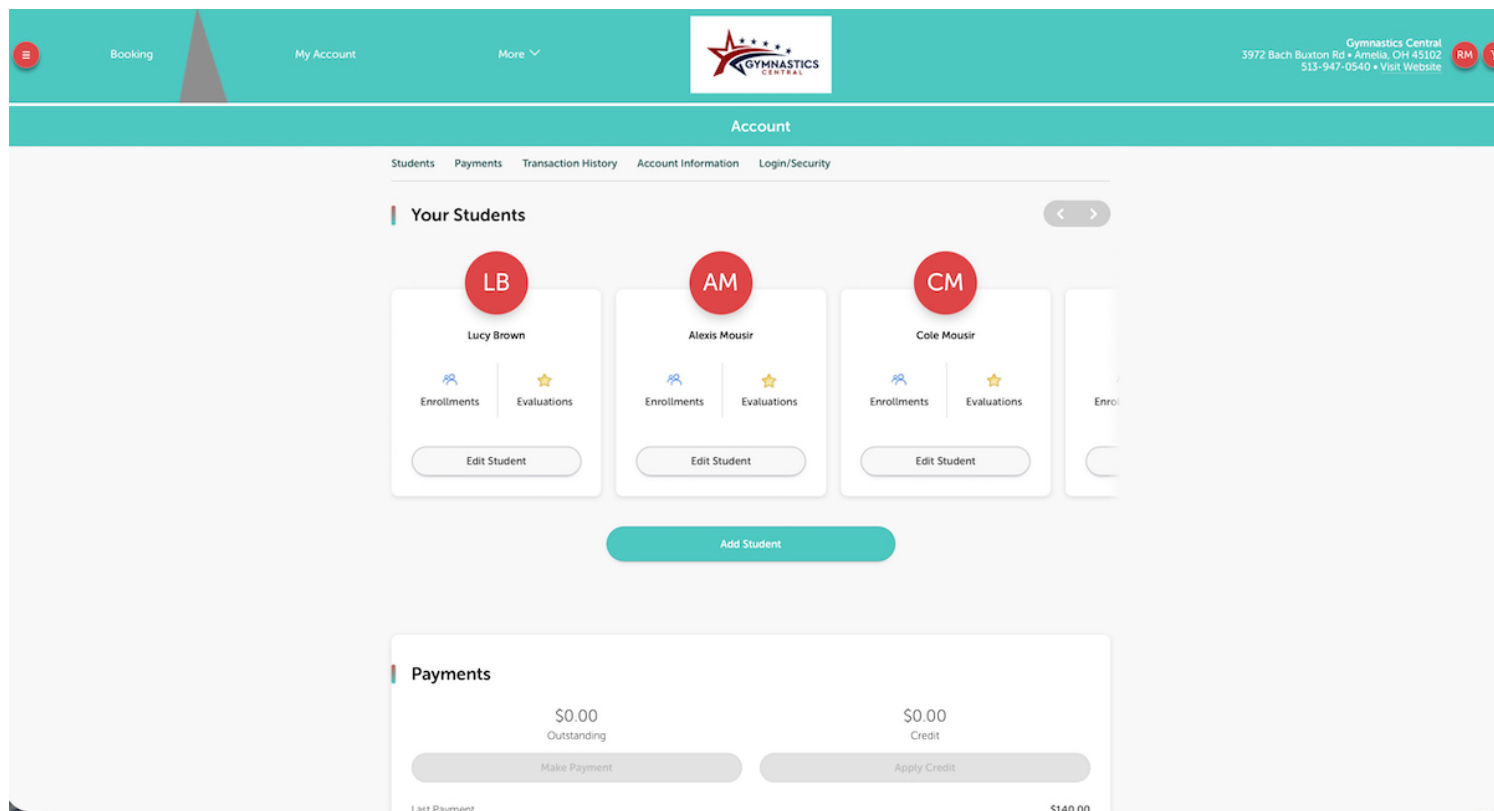
From your dashboard, select "My Account".



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Step 4 of 8: Select your student

Under "Your Students," select "Enrollments" for the student you want to transfer.



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Step 5 of 8: Select Transfer Enrollment

Find the current class and click "Transfer Enrollment".

Booking

My Account

More



Gymnastics Central

3972 Bach Buxton Rd • Amelia, OH 45102

513-947-0540 • Visit Website

RM

Tim's Enrollments

Current Enrollments

GYM Level 2 6-8 Years (M 6:20 Sydney)

Class

Active

Mon | 6:20PM – 7:20PM

Instructor: Sydney Key

Program: Class - Gymnastics

Start Date: Oct 4th, 2026

S M T W T F S

Drop Enrollment

Transfer Enrollment

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Step 6 of 8: Choose your new class

Browse available classes and select the class you would like to transfer into.

The screenshot shows a web browser window with the URL `portal.iclasspro.com/gymcentral947/classes`. The browser's address bar and tabs are visible at the top. The page header includes navigation links: "Booking", "My Account", and "More". The Gymnastics Central logo is prominently displayed in the center of the header. On the right side of the header, contact information is provided: "3972 Bach Buxton Rd • Amelia, OH 45102", "513-947-0540 • Visit Website", and a "RM" icon. Below the header, a teal banner reads "Choose Class For Transfer" with a "1 Filter" button on the right. The main content area is titled "For Lucy" and features a grid of six class cards. Each card displays the Gymnastics Central logo, the class name "3-4 Year Old Preschool", the instructor, and the schedule. The first three cards are for Monday classes, and the last three are for Saturday classes. The status of each class is indicated by a green "OPEN" circle or a red "WAIT LIST" circle. The first Monday class (9:00 AM - 9:45 AM) is "OPEN". The second Monday class (4:15 PM - 5:00 PM) is "OPEN". The third Monday class (6:10 PM - 6:55 PM) is on a "WAIT LIST". The first Saturday class (8:45 AM - 9:30 AM) is on a "WAIT LIST". The second Saturday class (9:55 AM - 10:40 AM) is on a "WAIT LIST". The third Saturday class (10:45 AM - 11:30 AM) is "OPEN".

Class Name	Instructor	Day	Time	Status
3-4 Year Old Preschool	(M 09:00 Kattyn)	Mon	9:00 AM - 9:45 AM	OPEN
3-4 Year Old Preschool	(M 4:15 Kattyn)	Mon	4:15 PM - 5:00 PM	OPEN
3-4 Year Old Preschool	(M 6:10 Kattyn)	Mon	6:10 PM - 6:55 PM	WAIT LIST
3-4 Year Old Preschool	(Sa 08:45 Alleyea)	Sat	8:45 AM - 9:30 AM	WAIT LIST
3-4 Year Old Preschool	(Sa 09:55 Brooklyn B)	Sat	9:55 AM - 10:40 AM	WAIT LIST
3-4 Year Old Preschool	(Sa 10:45 Ellie)	Sat	10:45 AM - 11:30 AM	OPEN

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Step 7 of 8: Review and submit the request

Confirm the new class, select your transfer date, add notes if needed, and click "Yes, please transfer!".

The screenshot shows a web browser window with the URL `portal.iclasspro.com/gymcentral947/classes`. The page is titled "Choose Class For Transfer" and displays a list of classes for a child named Lucy. A modal window titled "Transfer Enrollment Request" is open, asking for confirmation to transfer Lucy's enrollment to a specific class. The modal includes fields for "Transfer Date" (set to 10/19/2026) and "Notes". The background shows a grid of class options, including "3-4 Year Old Preschool (M 09:00 Katlyn)" and "3-4 Year Old Preschool (Sa 08:45 Alleya)".

Transfer Enrollment Request

Are you sure you wish to transfer Lucy's enrollment to 3-4 Year Old Preschool (M 4:15 Katlyn) ?

Transfer Date: 10/19/2026

Notes:

(Transfer requests are subject to review by Gymnastics Central)

Yes, please transfer! Cancel

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Step 8 of 8: Confirm submission

Your transfer request has been submitted. You will receive an email once it has been processed.

